

Oneida County Buildings & Grounds Committee Meeting  
December 5, 2016  
Minutes

**Committee Members present:** Billy Fried, Bob Metropulos, and Scott Holewinski. Lance Krolczyk and Greg Oettinger excused.

**Department Staff:** LuAnn Brunette (Facilities Director) and Troy Huber (Assistant Facilities Director).

**Others Present:** Dan Gleason and Lisa Charbarneau (LRES), Lynn Feldman (UW Extension) Brian Desmond (Corporation Counsel), and Daleth Mountjoy (River News)

**Call to order**

Chairman Billy Fried called the meeting to order at 9:30 a.m.

**Approve agenda**

Motion by Holewinski, second by Fried to approve the agenda. All ayes; motion passed.

**Bills, vouchers, blanket purchase orders, line item transfers**

None

**Bid specifications for condensing boiler and installation and demand controlled kitchen exhaust and installation, part of Law Enforcement Center retro-commissioning project**

Brian Desmond noted Troy Huber identified a date that would need to be changed and if any additional changes that are found would be included in the addendum. Holewinski questioned the penalty if the project is not completed in time. Desmond explained payment would be withheld but there was no liquidated damage clause noting this is not the kind of contract where you have a liquidated damages clause. In this case you would rebid and possibly go after their performance bonds or sue if necessary. Motion by Holewinski, second by Fried to accept the bid documents with the addendum to change the date on page 5 as discussed. Brunette noted the meeting to award the bid had been moved to Monday, December 19, 2016 at 9:00 a.m. instead of 9:30 a.m. All ayes; motion passed.

**Updates/action on Buildings & Grounds projects/activities**

- a. **Law enforcement center radio room fire suppression**  
Huber reported he had drawn up the plans up to figure the size of the canisters needed.
- b. **Law enforcement center retro-commissioning – lighting project**  
Huber reported only one bid was received. Brunette added because it was less than \$25,000 they were only required to run an ad in the paper and there was no contract required.
- c. **Storm damage of October 17, 2016**  
Brunette reported a few more items identified as storm damaged noting repair costs haven't come up to the amount of the deductible for the insurance. Huber reported a freq drive was damaged and the surge protector in the court had been replaced.
- d. **Courthouse exterior stone work**  
Brunette reported the contract was signed to do work this fall but they were waiting for anchors to come in. Brunette stated she was in the process of contacting to see if work will be done this fall because of concern of additional damage.
- e. **UW leased space/workplace environment**
  - I. **Engineering walk-thru of airport findings**

Lynn Feldman reported a walk through was completed on November 23<sup>rd</sup> but the report will be written in 2 to 3 weeks. Bear Daniel is a mechanical engineer for HVAC and does work for the state. He evaluated where the air is coming from and feels the majority of the problem results from the air flow over the baggage area where air vents create negative pressure and the air is sucked up into the ducts via seams that are not sealed. Daniel related to Feldman the fan used to create positive pressure needs to be 6 times larger to be effective and would be very expensive. Feldman stated as soon as she gets the report she will let everyone know. Daniel felt it would cost between \$5,000 and \$10,000 and would be the easiest way to fix the majority of the problem adding the air intake into the whole system is really large and would be a very expensive measure with a cost of \$50,000 to \$100,000. Feldman stated after conferring with Stan Grys, Joe Brauer wanted to begin to fix the problems but Kate Sullivan called later and said they should wait for the report. Fried stated as the landlord Joe Brauer, at his expense is free to do as he wants. Fried commented these are steps in the right direction.

- II. Request from Conservation & UW EX Education Committee for courthouse workspace**  
Feldman reported originally the Administration Committee decided to wait on deciding what to do with the space until the engineering study and reorganization are complete. The one person who is working from home but has meetings and required a workspace to work from since she is 20 miles from home noting it is challenging to work out of a suitcase. Feldman stated there may be times that it would be for an entire day and right now it is only the one person, but she was not sure if they will need a second space in the future for the employee that is currently working at the airport. Feldman stated there are currently 5 employees and support staff. Feldman stated the reason she cannot move the office is because of the support staff and the cost of moving the existing infrastructure so instead they shut down the office when it's a problem. Feldman stated right now it is one person. She is looking at moving because she gets physically sick but her doctor said it is too hard to determine if it is from the office environment. Feldman stated the length of time needed will go until the reorganization is done in June. Fried confirmed the request is up to 6 months for 1 person. Feldman stated there may be an area across the hall at the airport that was previously used by Michele Sadauskas that seems to not be affected by the fumes.

- III. Review of available courthouse space**  
Feldman stated what was needed was space for files, a desk, and Wi-Fi. Brunette stated one of the concerns is to be careful where they relocate the office where privacy is a concern but one location was the office area right outside LRES which is easily accessible for the public. Other areas available that may not be as easily accessible for the public are the old Veterans Service area or the back of the Medical Examiner office. Fried recommended Brunette talk to Joe Brauer regarding the room at the airport and look at the room next to LRES. Motion by Holewinski, second by Metropulos to supply temporary housing, first taking to Joe Brauer at the airport about the possibility of using the meeting room, if not then the room next to LRES for up to 6 months with the understanding there would be no additional expense other than the labor of moving. All ayes; motion passed.

**Non-budgeted item requests**

None

**Public comment**

None

**Closed Session – It is anticipated that a motion will be made, seconded and approved by roll call vote to enter into closed session pursuant to Wisconsin Stats. Sec. 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility” (Topic: Personnel disciplinary action)**

Motion by Holewinski, second by Fried to enter into closed session at 10:36 a.m. Roll call vote; all present voting in the affirmative.

**Return to open session**

Motion by Holewinski, second by Metropulos to return to open session at 10:49 a.m. Roll call vote; all present voting in the affirmative.

**Announcements from closed session, if any**

No action taken

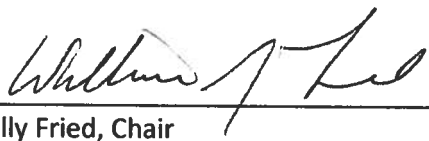
**Items for next agenda:**

Award of boiler/kitchen exhaust bid. Huber reported 3 companies are bidding now; Johnson Controls did walkthrough but withdrew.

**Future meeting date(s)— Monday, December 19, 2016 at 9:00 a.m.**

**Adjournment**

Motion to by Metropulos, second by Holewinski to adjourn at 10:53 a.m. All ayes; motion passed.

  
Billy Fried, Chair

  
Dan Gleason, Recording Secretary